



Job Description  
Job Code: 130  
Range: 13

## **ADMINISTRATIVE ASSISTANT PLANNING AND ZONING**

**DESCRIPTION:** This position is a high profile, professional position for administrative support of multiple programs to include planning, building, and code enforcement. Public relations, organizational ability, and interpersonal skills are prerequisites for success. Works under the general supervision of the Community Development Manager, plans, organizes, develops and coordinates administrative functions; performs administrative, secretarial and clerical duties in providing supportive efforts to the head of the department; and performs related duties as assigned.

**CLASSIFICATION:** This is a non-exempt, full-time, classified position with full benefits.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

### **TASKS:**

- Serves as the first point of contact with citizens seeking information regarding departmental programs. Responsible to handle citizen inquiries with tact and confidentiality. Intensive public-oriented position requiring excellent public relations skills and a proactive work ethic.
- Performs data entry/word processing to accurately record and distribute all departmental correspondence.
- Reviews and codes all bills to the Finance Department within required deadlines; opens, reviews and prioritizes mail for department employees; orders office supplies.
- Works with planning and building files for the City of Cottonwood, and transfers physical information into an electronic database.
- Makes revisions to the department's master forms, which will require a thorough understanding of the department's functions, which include planning, code enforcement, administration, and building.
- Prepares agendas, and posts legal notices, for the Planning and Zoning Commission, Board of Adjustment and Administrative Hearing Officer. Creates packets for board members; mails notices.
- Mails out communication reminders, and notifications to public as required.
- Serves as Recorder to the Administrative Hearing Officer in the review of zoning violations. Mails related violation notices, letters, and judgments.

## **Administrative Assistant – P&Z – (Continued)**

- Accepts permit applications for review. Collects fees for department services and/or informational materials, and issues receipts.
- Assists in compiling periodic reports (e.g. weekly, monthly, etc.).
- Assists in making arrangements for department employees to attend training, workshops, seminars, and other professional development programs by making travel arrangements, reserving lodging, obtaining travel approval; obtaining pre-authorized payment of costs, and ensuring reimbursements are completed in a timely manner; assists in serving as the data management coordinator for the departments served.
- Researches and conveys information to the general public as well as the department's clients; interacts with the general public to resolve problems; takes calls, conveys messages to employees.
- Works closely with other departments.

### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

- Knowledge of proper English, grammar and spelling.
- Knowledge of the City's Employee Manual, Personnel Operations Guide, and Safety Manual.
- Knowledge of Department policies, procedures, codes and ordinances.
- Knowledge of general accounting principles.
- Knowledge of good customer service.
- Skill in developing and maintaining effective interpersonal relations.
- Skill in records management; creating and maintaining hard copy and digital files.
- Skill in the use of various computer software (i.e., Microsoft Word, Excel, Outlook, PowerPoint).
- Skill in oral and written communications.
- Skill in coordinating and multi-tasking.
- Skill in comprehending and adhering to mandatory file and report directives of the department, federal regulations, state statutes and local policies.
- Skill in working in a centralized office, maintaining a high level of accuracy and efficiency with numerous interruptions.
- Skill in operating and maintaining office, data processing, copier, and scanning equipment.
- Skill in establishing and maintaining effective working relationships with the general public, contractors, agency representatives, citizen advisory boards, departmental personnel and City employees.

**PHYSICAL REQUIREMENTS:** This classification is in an office environment requiring mostly sedentary activities for the majority of the workday.

The physical demands described hereafter are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

The employee is expected to be able to sit, stand, walk, talk, hear, see, use hands and feet, feel objects such as office equipment and files and reach for materials at a customary height. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **MINIMUM QUALIFICATIONS:**

### **Administrative Assistant – P&Z – (Continued)**

- The equivalent of three (3) years of progressively responsible secretarial or administrative experience.
- Must possess a valid driver's license at time of application.

#### **DESIRABLE QUALIFICATIONS:**

- Transcribe from a digital recording, handwritten, e-mail and a variety of drafts.
- Two years of experience in implementing and maintaining manual filing systems.
- Experience in a business, professional or governmental office performing a broad range of secretarial and administrative duties.
- Self-initiative, ability to work independently from others, high degree of motivation.
- Ability to relate positively to the general public, including lower-income, disabled, handicapped and elderly persons, as well as developers, business people, members of the press, political representatives and other professional persons.
- Ability to speak clearly to individuals and small groups with a thorough understanding of the department's mission, duties and responsibilities.